

## CHAPTER 5 OFFICIAL RECORDS AND FORMS

The official records and forms required to be used by the county recorder fall in the following two categories:

- (a) Those designed and prescribed by the State Board of Accounts.
- (b) Those prescribed by statute, where the wording of the record or form is specified in the statute or has been designed pursuant to statute.

Samples of all records and forms prescribed by the State Board of Accounts have been furnished each printer holding county contracts. Insist that the printer furnish only those that are prescribed and which conform to the legal requirements of the law. In the event there is some uncertainty as to the proper wording or design of any record or form, consult the State Board of Accounts and request a specimen of the record or form.

Prescribed records and forms must be used. If, for any reason, you desire to change any record or form, such change may be made only with the approval of the State Board of Accounts.

The following records and forms have been prescribed by the State Board of Accounts for use of county recorders:

	<u>County Form No.</u>	<u>Illustrated on Page</u>
Fee and Cash Book	3 (Rev. 1985)	5-3
Uniform Commercial Code Journal of Cash Receipts	3A (Rev. 1987)	5-4
Report of Collections	362 (Rev. 1987)	5-5
Register of Farm Names	66 (1914)	5-6
Application for Registration of Farm Name	67 (1914)	5-7
Certificate of Registration of Farm Name	68A (1914)	Not Illustrated
Abstract of Old Age Assistance Certificates	124A (1936)	5-8
Record of Instruments Copied or Proofed	138 (Rev. 1987)	5-9
Check	140 (Rev. 1960)	5-10

The following records and forms are prescribed by statute:

	<u>Indiana Code Reference</u>
Entry Book	IC 36-2-11-9
Deed Record	IC 36-2-11-8
Mortgage Record	IC 36-2-11-8
County Cemetery Record (Deeds)	IC 23-14-8-5
Quiet Title Record	IC 32-30-3-17
Miscellaneous Record (No specific statute prescribing record but several statutes mention recording in "Miscellaneous Record" - See IC 32-28-3-5; 36-2-11-19; 36-2-11-22)	

	<u>Indiana Code Reference</u>
Plat Books	IC 36-2-17-5
Official Bond Register	IC 5-4-1-5.1
Record of Partnerships and Firm Names	IC 23-15-1-1
Record of Discharges From U.S. Military or Naval Service	IC 10-5-4-1
General Index of Deeds	IC 36-2-11-12
General Index of Mortgages	IC 36-2-11-12

In addition to the foregoing prescribed records, many counties have installed other records in which instruments are recorded, most of which are merely subdivisions of the deed, mortgage and miscellaneous records. Among the records used in some counties are: Mechanics Lien Record, School Fund Mortgage Record, Oil and Gas Lease Record, Release Record (for release of mortgages and other liens), and Partition Record. To this list may be added other special records in use in some counties. However, as pointed out, these records are only subdivisions of the basic deed, mortgage and miscellaneous records, and are not necessarily used in all counties.

The proper use of the foregoing records is discussed in Chapters 6 and 7.

All records are to be purchased at the expense of the county and may, with the consent and approval of the board of commissioners, be standard loose-leaf books or systems for the purpose of recording any instruments. [IC 36-2-11-8; 36-2-11-9]

### ELECTRONIC STORAGE

IC 36-2-17-17 permits county recorders to substitute an electronic storage medium for any book. If information is entered in an electronic storage medium the system must be capable of retrieval and/or reproduction of the information during normal business hours.

RECORDER'S FEE AND CASH BOOK

	Date Received Yr 20			Instrument Number	NAME	RECEIPTS										DISBURSEMENTS			
	Mo.	Day				Deeds and Other Conveyances	Surveyor's Corner Perpetuation	Mortgages and Other Liens	Releases And Assignments	Uniform Commercial Code	Copies of Instruments				Other Fees	Total	Date 20	Check No.	Amount
																	Mo.	Day	
1					Brought Forward	279 00	39 00	315 00	92 00	113 50	31 50				158 00	1,028 00			
2	11	30		1234	John Doe	5 50	1 00									6 50			
3	11	30		1235	1st National Bank			7 00								7 00			
4	11	30			Mary Smith						9 00				1 00	10 00			
5	11	30		1236	1st National Bank				5 00							5 00			
6	11	30			John Jones						1 50				1 00	2 50			
7																			
8	11	30			UCC					21 50						21 50			
9																			
10					Total Today	5 50	1 00	7 00	5 00	21 50	10 50				2 00	52 50			
11																	11	30	152
12																			1,080 50
13																			
14																			
15																			
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33																			
34																			
35																			
36																			
37																			
38					Total Receipts For Month To Date	284 50	40 00	322 00	97 00	135 00	42 00				160 00	1,080 50			
39					Total Disbursements For Month To Date	284 50	40 00	322 00	97 00	135 00	42 00				160 00	1,080 50			
40					Balance Carried Forward														

Form Prescribed by State Board of Accounts

County (Book) Form No. 3 A||

UNIFORM COMMERCIAL CODE

JOURNAL OF CASH RECEIPTSSUBSIDIARY TO COUNTY RECORDERS FEE AND CASH BOOK[illegible]

## REPORT OF COLLECTIONS

To County Auditor  
(Title of Officer)

Your County  
(Governmental Unit)

Your, Indiana  
(County)

Collections for Period November 1, 2000 to November 30, 2000

Description	Fund to be Credited	Collections This Period		Prior Collections		Year to Date Collections	
Deeds and Other Conveyances	County General	284	50	1,200	00	1,484	50
Mortgages and Other Liens	County General	322	00	1,500	00	1,822	00
Releases and Assignments	County General	97	00	800	00	897	00
Uniform Commercial Code	County General	135	00	900	00	1,035	00
Other Fees	County General	160	00	1,000	00	1,160	00
Sub Total		998	50	5,400	00	6,398	50
Surveyor's Corner Perpetuation	Surveyor's Corner Perpetuation	40	00	600	00	640	00
Copies of Instruments	Recorder's Corner Perpetuation	42	00	400	00	442	00
Total Amount Collected		1,080	50	6,400	00	7,480	50

I hereby certify that the foregoing is a true and correct report of collections due the above named governmental unit for the period shown.

Dated this 30th day of November, 2000

NOTE  
This is not to be used as a receipt for collections.  
The official to whom the report is made must issue  
an official receipt for the collections remitted.

Your Friendly Recorder  
(Signature)

County Recorder  
(Title of Officer)

## REGISTER OF FARM NAMES

[illegible]

No. 1130

## Application for Registration of Farm Name

I, U. R. Welcome, residing in

Greene Township, County of Parke

*State of Indiana, hereby apply for the registration of the name*

Pine Knob *as the registered farm name*

*of the following described premises, of which I am the owner, to wit:*

The Northwest Quarter of the South East Quarter of Section 15,  
Township 16 North, Range 6 West containing 40 acres.

SAMPLE

*This application is made pursuant to an Act of the General Assembly  
of the State of Indiana, approved February 19, 1913.*

U. R. Welcome

Date April 16, 20 00

## RECORDED'S ABSTRACT OF OLD AGE ASSISTANCE CERTIFICATES FILED

[illegible]



Prescribed by State Board of Accounts

County Form No. 138 (Rev. 1997)

Date of Request \_\_\_\_\_, 20\_\_

Identification \_\_\_\_\_

Record \_\_\_\_\_ To:

No. \_\_\_\_\_ Page \_\_\_\_\_

You are hereby requested to prepare or proof and  
certify \_\_\_\_\_ (copy) (copies) of:

\_\_\_\_\_ Pages @ \_\_\_\_\_ \$ \_\_\_\_\_

Certificate Fees

Total Fee

Prepared \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of Requester)

Fee Paid \_\_\_\_\_, 20\_\_

Will call for on \_\_\_\_\_, 20\_\_

Receipt Number \_\_\_\_\_

Mail to \_\_\_\_\_

Payment Type \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Cash Check MO

Address \_\_\_\_\_

SAMPLE

Prescribed by State Board of Accounts		County Form No. 140 (Rev. 1960)	
<u>Sample</u> , Ind.	RECORDER	<u>Sample</u> County	No. 00000
<u>November 30</u> , 20 <u>00</u>	Pay to the		
	Order of	<u>County Auditor, Sample County</u>	\$ <u>1,080.50</u>
		<u>One Thousand eighty and 50/100 -----</u>	Dollars
		100	
	For	<u>Recorder's Fee</u>	
A Public Depository	<div>SAMPLE</div> <div><u>Your Friendly Recorder</u> Recorder</div>		

(Original Copy)